



OJP

Office on Violence Against Women

Rural Domestic Violence and Child Victimization Enforcement Grant Program

Fiscal Year 2003 Solicitation

LETTER OF INTENT DEADLINE:
December 17, 2002

GMS REGISTRATION DEADLINE:
December 30, 2002

APPLICATION DEADLINE:
January 17, 2003

U.S. Department of Justice
Office of Justice Programs
810 Seventh Street, NW
Washington, DC 20531

John Ashcroft
Attorney General
U.S. Department of Justice

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Department of Justice Response Center:
1-800-421-6770

Office of Justice Programs
World Wide Web Homepage:
www.ojp.usdoj.gov

Office on Violence Against Women
World Wide Web Homepage:
www.ojp.usdoj.gov/vawo

Rural Domestic Violence and Child Victimization Enforcement Grant Program Application
World Wide Web Homepage:
www.ojp.usdoj.gov/fundopps.htm

About the Office of Justice Programs

The Office of Justice Programs (OJP), US Department of Justice, was created in 1984 to provide federal leadership in developing the nation's capacity to prevent and control crime, administer justice, and assist crime victims. OJP carries out this mission by forming partnerships with other federal, state, and local agencies as well as national and community-based organizations. OJP is dedicated to comprehensive approaches that empower to address crime, break the cycle of substance abuse and crime, combat family violence, address youth crime, hold offenders accountable, protect and support crime victims, enhance law enforcement initiatives, respond to domestic terrorism, and support advancements in adjudication. OJP also works to reduce crime in Indian Country, enhance technology's use within criminal and juvenile justice systems, and support state and local efforts through technical assistance and training.

About the Office on Violence Against Women

The Office on Violence Against Women (The Office) is a component of the Office of Justice Programs, U.S. Department of Justice. Created in 1995, The Office implements the Violence Against Women Act (VAWA) and provides national leadership against domestic violence, sexual assault, and stalking. Since its inception, The Office has launched a multifaceted approach to implementing VAWA. By forging state, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, VAWA grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable for their violence.

Addressing Rural Domestic

Violence and Child Victimization

Recognizing that victims of domestic violence and their children living in rural America are faced with unique barriers to receiving assistance, Congress created the Rural Domestic Violence and Child Victimization Enforcement Grant Program (Rural Program).

Rural victims of domestic violence and abuse and their children face additional challenges rarely encountered in urban areas. The geographic isolation, economic structure, particularly strong social and cultural pressures, and lack of available services in rural communities significantly compound the problems confronted by those seeking support and services to end the violence in their lives. The unique circumstances of rural communities complicate the ability of the criminal justice system to investigate and prosecute domestic violence, dating violence, and child victimization cases. In addition, sociocultural, economic, and geographic barriers create difficulties for victim service providers to identify and assist victims and their children of domestic violence and dating violence.

The primary purpose of the Rural Program is to enhance the safety of victims of domestic violence, dating violence, and child abuse by supporting projects uniquely designed to address and prevent these crimes in rural America. The Rural Program welcomes applications that propose innovative solutions to obstacles for abused victims and their children created by the rural nature of a particular community. Unique partnerships are encouraged.

Availability of Funds

Funding for the Rural Program for FY 2003 is subject to the availability of a Congressional appropriation. To date, Congress has not yet passed the FY 2003 appropriation bill. However, The Office has made the decision to post an advance solicitation of the Rural Program to

expedite the award process in the event that an FY 2003 appropriation occurs.

Award Period

The award period for these grants will be 24 months. **Budgets must reflect 24 months of project activity.**

Award Amount

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Local and state agencies and tribal governments applying on behalf of fewer than 5 rural counties will be eligible to receive a **maximum of \$500,000**. Multi-jurisdictional, multi-state, and tribal consortium projects will be eligible to receive a **maximum of \$900,000**. (Multi-jurisdictional projects are those that propose to serve 5 or more rural counties.) Continuation budgets should not greatly exceed prior award amounts.

OJP has the discretion to negotiate the scope of work with applicants prior to making an award. **Furthermore, current grantees should note that continuation or supplemental funding is not guaranteed.** All applications will be subject to peer review and internal review by The Office staff and will be scored according to the criteria set forth in this solicitation. Applications with the highest scores will be eligible to receive funds available for this grant program.

Letter of Intent

All applicants who intend to apply for this funding are encouraged to **submit a non-binding letter of intent** included in Appendix C to The Office by **December 17, 2002**. You may fax the letter of intent to (202) 514-5818. This will help accommodate the volume of proposals we anticipate receiving in response to this solicitation. We will use these letters to forecast the number of peer review panels needed to review competitive applications.

Application Due Date

Applications must be received by the close of business (5:30 p.m. EST) January 17, 2003 through the **Grants Management System (GMS) and by facsimile**. In addition, the original and 5 hard copies must be sent to the Office via overnight delivery with a postmark that is no later than January 17, 2003.

We recommend that you register through GMS no later than December 30, 2002, as you must receive confirmation that you are eligible to apply for funding prior to submitting an application on GMS.

Program Eligibility

By statute, states, Indian tribal governments, local governments of rural states, and public and private entities of rural states, including faith-based and community-based organizations, are eligible to apply for grants to address domestic violence and child victimization under this program¹. **Applicants not serving rural communities will not be considered for funding.**

States are classified into two categories, rural states and non-rural states. The classification of a state as rural or non-rural determines the eligibility of local governments, and public or private entities within a state, to apply directly to The Office for funds under this program, and restricts the usage of program funds in non-rural states to rural jurisdictions. States may submit joint applications for projects that would be implemented in more than one state.

Rural States

By statute, a *rural state* is a state that has a population density of 52 or fewer persons per square mile or a state in which the largest county has fewer than 150,000 people, based on the decennial census of

¹42 U.S.C. § 13971

1990 through fiscal year 1997². Please refer to Appendix A for a list of the states classified as rural.

Non-Rural States

By statute, the only eligible applicants from a non-rural state are the state government or Indian tribal governments. A non-rural state government may apply on behalf of one or more of its rural jurisdiction(s). The definition of a *rural jurisdiction* within a given state is determined by the respective state government. Please refer to Appendix A for states that are non-rural.

If a state government (rural or non-rural) elects to submit an application on behalf of more than one jurisdiction, the state agency should partner with the state domestic violence coalition in order to develop and implement a cohesive plan for addressing violence against women and children in the state's rural jurisdictions. In addition, tribal governments or tribal domestic violence coalitions located within the state should be involved as project partners. This is an opportunity for states to develop and set policy for rural domestic violence, dating violence, and child victimization programming.

Indian Tribes

For the purposes of this grant program, *Indian tribe* is defined as a tribe, band, pueblo, nation, or other organized group or community of Indians, including an Alaska Native village, or regional or village corporation (as defined in or established under the Alaska Native Claims Settlement Act, 43 U.S.C 1601 et seq.), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Any applicant representing a consortium of tribal governments and/or organizations must submit a resolution from the constituent

tribal governments and/or organizations supporting the application. All tribal applicants are required to partner with a nonprofit, nongovernmental domestic violence victim services program, native women's group, or community organization representing the views and concerns of domestic violence survivors. Please refer to Appendix A for eligible tribal applicants.

Types of Applicants

In Fiscal Year 2003, The Office will accept applications for the Rural Program from both current grantees and new applicants. *Current grantees* that received an award through the Rural Program in Fiscal Year 2001 or earlier are eligible to apply. Current grantees are eligible for supplemental or continuation funding to support on-going activities or to enhance those activities for an extended period of time. **Continuation or supplemental funding is not guaranteed.** *New applicants* are any entities that are not currently receiving funds through the Rural Program. **All applications will be subject to peer review and internal review by Office staff. Those applications receiving the highest scores will be eligible for funding.**

Program Scope

The scope of the Rural Program is defined by the following authorized program purpose areas and program priority areas. Proposed projects must implement activities consistent with the statutory program purpose areas. Proposals addressing one or more of the program priority areas will receive priority consideration.

Statutory Purpose Areas

The Rural Program will support projects that:

- ! Implement, expand, and establish cooperative efforts and projects between law enforcement officers, prosecutors, victim advocacy groups, and other related parties to investigate and prosecute incidents

²42 U.S.C. § 13971; 42 U.S.C. § 3796bb(b)

- of domestic violence, dating violence, and child abuse;
- ! Provide treatment, counseling and assistance to victims of domestic violence, dating violence, and child abuse, including immigration matters; and
- ! Work in cooperation with the community to develop education and prevention strategies directed toward such issues.

Program Priority Areas

The Office is especially interested in supporting projects that would implement one or more of the following objectives:

- ! Establish or enhance advocacy services for rural victims, including transitional housing, welfare assistance, immigration assistance, educational assistance, job training, and placement programs;
- ! Create public awareness campaigns to inform victims of services, to educate the public and promote cultural change, and to promote a strong coordinated community response to domestic violence, dating violence, and child victimization; or
- ! Address the intersection of domestic violence and child victimization, including developing partnerships among child protection agencies and domestic violence victim organizations and implementing programs that address the impact of domestic violence on children who are exposed to it.

Activities that May Compromise Victim Safety

Ensuring victim safety is the guiding principle underlying the Rural Program. Experience has shown that certain practices compromise victim safety rather than enhance it. Some responses by the legal system may minimize or trivialize the offender's criminal behavior. Accordingly, consistent with the goals of assuring victim safety and holding perpetrators

accountable, a peer panel will evaluate the applicant's ability to demonstrate that they will not engage in the following activities listed below:

- ! Offering perpetrators the option of entering pre-trial diversion programs;
- ! Mediation or counseling for couples as a systemic response to domestic violence;
- ! Batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior;
- ! Procedures that would force victims of domestic violence to testify against their abusers or impose other sanctions on them; and
- ! Procedures that exclude victims of domestic violence and their children from receiving safe shelter, advocacy services and other assistance based on their age, immigration status, race, religion, sexual orientation, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children.

Review Process

Subject to the availability of a Congressional appropriation for the Rural Program, The Office will establish panels of experts and practitioners to review applications. Tribal applications will be reviewed by a panel of Native experts on domestic violence and child victimization. The panels will review the information provided in the application against the selection criteria for the Rural Program. The Office has adopted a numerical system for scoring all applications. Each application requirement has been given a maximum point value. New applicants can receive a maximum of 90 points and continuation applicants can receive a maximum of 100 points. Based on the total number of points available for their type of application, applications will receive a percentile score.

Selection Criteria

The peer panel will evaluate all applications against criteria consistent with the statutory purpose areas and the demonstrated ability of the applicant to enhance the safety of victims by supporting projects designed to address and prevent domestic violence, dating violence, and child victimization in rural America. The peer panels will also rate the proposed project based on the criteria set forth in the *Application Content and Guidelines* section of this solicitation.

Application Content

Both current grantees and new applicants must complete each of the following sections as part of their proposals:

Application for Federal Assistance (SF-424)

The SF-424 will be filled out online through GMS. The Catalog of Federal Domestic Assistance number for this Program is 16.589. The Federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

Applicants must ensure that the information for the authorizing official and alternate contact are filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of your agency. If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

Status of the Current Project (not to exceed 2 pages): 10 points

Applicants for supplemental funding should only state what has been accomplished by the current project, including 1) a description of the goals and objectives from the prior grant period and the status of each; 2) the status of any project products; and 3) any unanticipated obstacles to project implementation.

Projects will also be rated by The Office

using the following criteria:

- ! Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by The Office, demonstrate the effectiveness of the current project, indicating progression towards meeting project goals and objectives, and demonstrate that the implementation of the current project has progressed in a timely manner as outlined in the original proposal;
- ! whether past activities supported with Rural Program funds have been limited to addressing the problem of domestic violence, dating violence and child abuse as defined by the Omnibus Crime Control and Safe Streets Act of 1968 42 U.S.C, 3796 hh-4(1)³;
- ! Whether the grantee has complied with all special conditions of their existing grant award from the Office of Justice Programs;
- ! Whether the grantee has adhered to programmatic and financial reporting requirements;
- ! Whether the grantee has demonstrated maximum utilization

³The term domestic violence includes “felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other adult person against a victim who is protected from that person’s acts under the domestic or family violence laws of the eligible State, Indian tribal government, or unit of local government that receives a grant under the [Program]”.

- ! of available resources and a willingness and ability to continue the project after the Rural Program funds are no longer available;
- ! Whether the grantee has appropriately utilized and actively participated in required technical assistance;
- ! Whether the grantee has received financial clearances on all current grants from OJP; and
- ! Whether the grantee has complied with the OMB audit requirement.

Summary Data Sheet

(not to exceed 1 page): 1 Point

Please identify the following:

- ! The agency and type of agency (i.e., local government, state government, tribal government, nonprofit organization) applying for funding;
- ! The nonprofit, nongovernmental victim service program collaborating on this project;
- ! Whether this is a new or continuation application;
- ! Whether this project is a local, tribal, multi-jurisdictional, multi-state or tribal consortium project;
- ! Whether the applicant is from a rural or non-rural state;
- ! The regional area(s) (city, town, county, or unincorporated area) where this project will be implemented;
- ! The population and square mileage of region to be served;
- ! The *Rural Program Statutory Purpose Areas and Priority Areas* addressed by this proposal; and
- ! Identify other grants for which you have applied to other components of The Office of Justice Programs or other federal agencies.

Abstract (not to exceed 1 page): 2 Points

The proposal abstract, when read separately from the rest of the application,

is meant to serve as a succinct and accurate description of the proposed project and should concisely describe current project goals and objectives. Summaries of past accomplishments should be avoided in the abstract.

Abstracts will be reviewed by the peer review panel according to the following criteria:

- ! Conciseness.
- ! Accuracy in summarizing the Project Narrative.

Project Narrative: Total of 47 points

The Project Narrative may not exceed 10 double-spaced, typed pages on 8 ½ x 11 inch paper. Margins must not be less than one inch, and type no smaller than 12 point and 12 characters per inch must be used. The narrative should include the following:

Need for the Project (not to exceed 1 page): 5 points

This section should briefly:

- ! Describe the problem to be addressed and how funding would alleviate it;
- ! Identify the target population and state how the target population would benefit from the proposed project (*please use current demographic information in order to be as specific and detailed as possible when describing the population to be served*); and
- ! Describe the communities in which the project would be implemented, including location, population, and demographic information.

In addition, to facilitate better coordination with the STOP Violence Against Women Formula Grants Program and with other Federal agencies, each applicant must show how the proposed project would complement other initiatives supported with Federal funds. Applicants are required to provide the following information in the application:

- ! A list of active Federal grant awards (from the Department of Justice or otherwise) already supporting this or related efforts, including the program/project title;
- ! The Federal grantor agency;
- ! The Federal award amount and a very brief description of its purpose;
- ! Information on any pending application/s for Federal money for this or related efforts;
- ! How existing efforts would be coordinated with the funding sought through this application; and
- ! How the proposed project complements the state's STOP Violence Against Women Implementation Plan and Byrne Formula Grant Statewide Strategy.

What Will be Done (not to exceed 5 pages): 25 points

This section should detail the project goals and objectives, describing the specific tasks and activities necessary for accomplishing each, and including a time frame that identifies when activities will be accomplished. Continuation grants must be based on the original project goals, objectives, and activities. The applicant should describe how additional funding will continue and/or enhance the existing project.

Selection Criteria

In addition to the criteria above, this section will also be rated on the following:

- ! The extent to which all project activities fall within the statutory scope of the program;
- ! The extent to which proposed activities would address the need described;
- ! The extent to which project activities seem feasible and likely to succeed;
- ! The extent to which the proposal does not include activities that compromise victim safety; and
- ! Project activities are clearly described and reflect sound and innovative strategies to improve

victim safety.

Who Will Implement the Project (not to exceed 2 pages): 5 points

All applicants must identify the agency/ies or office/s responsible for carrying out the project. This section should clearly identify all of the project partners, specifying their respective roles and responsibilities, and the collaborative relationship to be developed/enhanced. A description of the expertise or experience of key staff should also be included. Position descriptions and resumes that are available should be appended to the application.

In addition, all applicants (who are not nonprofit, nongovernmental victim advocacy organizations) **are required** to enter into formal collaborations with nonprofit, nongovernmental organizations serving victims of domestic violence. Community-based domestic violence victim advocates must be involved in the **development and implementation** of the project. ***Applicants must demonstrate that they have consulted and coordinated in a meaningful way with nonprofit, nongovernmental domestic violence victim services programs.***

Victim advocacy organizations should meet **all** of the following criteria:

- ! Provide services to victims of domestic violence, dating violence, or stalking as one of their primary purposes;
- ! Address a demonstrated need in their communities by providing services that promote the integrity and self sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence; and
- ! Do not engage in activities that compromise victim safety.

**The Products (not to exceed 1 page):
2 points**

This section should describe the tangible products that will be generated (e.g. a video, a brochure, curriculum) and how they could be used to assist other rural jurisdictions in addressing domestic violence and child victimization.

Sustainability Plan (not to exceed 1 page): 10 points

Because this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding through the Rural Program is no longer available.

The plan will be evaluated on whether it proposes feasible strategies to preserve project activities long-term. **Continuation or supplemental funding is not guaranteed and applicants are encouraged to seek additional means of support to sustain their current projects.**

Budget Detail: 20 points

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project and clearly identify costs attributable to the project evaluation. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only activities, products, and resources necessary for project implementation and discussed in the project narrative.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to compensation for time and travel expenses to attend or provide project development,

training and implementation. The budget **must include** compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence victim services programs and state and tribal domestic violence coalitions.

Budget Caps

The following award limits are firm and also apply to applications for supplemental funding. Under no circumstances should the proposed budget exceed the following limits:

- ! \$500,000 for local and state agencies and tribal governments applying on behalf of fewer than 5 rural counties; and
- ! \$900,000 for multi-jurisdictional, multi-state and tribal consortium projects.

Budget Requirements

The following is a short list of budget guidelines:

- ! Consultant rates in excess of \$450 per day require prior approval from The Office Director and OC.
- ! All applicants **are required** to allocate funds (\$20,000 for local, individual tribal projects, and state or local agencies applying on behalf of fewer than 5 rural counties and \$30,000 for multi-jurisdictional, multi-state and tribal consortium projects, and) to support travel costs associated with technical assistance and capacity-building activities sponsored by OJP-designated technical assistance providers. This required amount of \$20,000 or \$30,000 should be included in the “travel” category.
Please refer to the Sample Budget in this solicitation for an estimated breakdown for these costs.
- ! Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by OC. These seminars instruct participants in the financial administration of OJP formula and discretionary grant programs. A schedule listing the financial training seminars is available

- at
www.ojp.usdoj.gov/oc/fmts.htm.
- ! This program has no match requirement.

Memorandum of Understanding (MOU) (not to exceed 5 pages): 20 points

Each application **must include**, as an attachment, a current (e.g., signed and dated during the development of the proposal) MOU created and signed by the chief executive officers and/or directors of:

- ! Relevant criminal justice agencies participating in project development or implementation, (e.g., law enforcement, prosecution, the courts, and probation);
- ! Nonprofit, nongovernmental domestic violence victim advocacy organizations, women's groups or community organizations that represent the views and concerns of domestic violence survivors; and
- ! Other community agencies or organizations that will collaborate to implement the project.

The MOU must do the following:

- ! Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- ! Specify the extent of each party's participation in developing the application;
- ! Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- ! Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;
- ! Demonstrate a commitment on the

part of all project partners to work together to achieve stated project goals;

- ! Indicate approval of the proposed project budget by all signing parties; and
- ! Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, training).

Letters of support may not be submitted in lieu of the MOU.

Assurances (Form 4000/3) and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6).

You will be agreeing to these assurances and certifications when you submit your application online through GMS. NOTE: If the authorizing official is not the individual submitting the application in the GMS system, be sure the correct authorizing official information has been entered.

Letter of Nonsupplanting

A letter certifying that no supplantation of non-Federal funds will take place should a grant award be made must accompany the application. A sample letter of nonsupplanting is included in this solicitation.

Indirect Cost Rate Agreement

If your organization is requesting indirect costs for this project, please include a copy of your current, signed indirect cost rate agreement.

Additional Program Requirements

Technical Assistance

Grant recipients are required to work collaboratively with The Office staff, Praxis International, Inc., the primary Rural Program Technical Assistance Project, and other OJP-designated technical assistance contractors.

Grant recipients will be asked to identify advocates from local domestic violence victim services programs, law enforcement officers, prosecutors, judges, and other representatives from the criminal justice system and the community to participate in technical assistance events. Participation in technical assistance events will often involve out-of-state travel, therefore applicants are required to include funds in the project budget to support travel costs associated with these activities.

Performance Measures

There are two statutory requirements that require grantees to collect and maintain data that measure the effectiveness of the funded project. The first is the Government Performance and Results Act of 1993 (GPRA), which was enacted to increase Congressional and Administrative focus on the results from government programs and activities. At its simplest, GPRA asks “What are we getting for the money that we are spending?” To make GPRA more directly relevant for federal officials who manage grant programs, GPRA expands this question into three: What is your program trying to achieve? How will its effectiveness be determined? How is it actually measured?

The second requirement found in VAWA 2000 specifically required the Attorney General to report to Congress on the effectiveness of programs funded under the Rural Program. As a result of VAWA 2000, all grant recipients are now statutorily required to report on the effectiveness of their programs, and the Attorney General must now report to Congress on the effectiveness of each project. Therefore, grantees must collect and maintain data that measure the success of their current efforts. Specifically, OJP is seeking to illustrate the effectiveness of grant-supported activities, including baseline information and post-project information that can demonstrate the increase the ability of victims to access the civil justice system and thereby increasing their safety and economic security.

Information that grantees must collect includes but is not limited to:

- ! The number of individuals served;
- ! The number of individuals seeking services who could not be served;
- ! The number and percentage of arrests relative to the number of police responses to domestic violence incidents;
- ! The number of victims receiving requested services funded by the Rural Program; and
- ! The number of referrals between child protective service workers and victim advocates.

Financial Capability Questionnaire

All nonprofit, nongovernmental organizations who apply for funding with OJP and who have not previously (or within the last 3 years) received funding with OJP must complete a Financial Capability Questionnaire. The form can be found at <http://www.ojp.usdoj.gov/oc>. Please fax this form to (202) 354-4147 and include the application number on each page of the form.

Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the state Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the state. Applicants must contact the state SPOC to determine if the program has been selected for state review. The date that the application was sent to the SPOC or the reason such submission is not required should be indicated on the Form SF-424. The list of SPOCs can be found at <http://www.whitehouse.gov/omb/grants/spoc.html>.

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or

administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights of the Office of Justice Programs. All applicants should consult the Assurances required with the application to understand the applicable legal and administrative requirements.

Reporting Requirements

Grantees will be required to submit quarterly Financial Status Reports and semi-annual Progress Reports. **Funds may be withheld if reports are not submitted on time.** In addition, grant recipients who expend \$300,000 or more of federal funds during their fiscal year are required to submit a single organization-wide audit. Additional information on these reporting requirements will be provided to successful applicants in the award package.

How To Apply

Applicants must submit a fully executed application to The Office through GMS, as well as all required supporting documentation. The following documents must be submitted via GMS:

- G** The SF-424;
- G** Certifications and Assurances;
- G** The project abstract and project narrative; and
- G** The budget, budget summary and budget narrative.

Supporting documentation can be submitted either via fax to (202) 354-4147, or through GMS, and should include:

- G** The MOU or an exemption in lieu of the MOU;
- G** The map for multi-jurisdictional projects;
- G** Current indirect cost rate agreement, if applicable;
- G** The letter of non-supplanting;
- G** Financial capability questionnaire, if applicable.

Note: The Catalog of Federal Domestic Assistance (CFDA) Number for the Rural Program is 16.589.

Detailed instructions on how to use GMS submit your application online are available at The Office's website: www.usdoj.gov/Fundopps. Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, **1-888-549-9901**.

Additionally, to help expedite the peer review process, **6 complete copies** of the application must be mailed to:

The Office on Violence Against Women
U.S. Department of Justice
Office of Justice Programs
810 Seventh Street, N.W.
Washington, D.C. 20531

Application Due Date

Applications must be received by the close of business (5:30 p.m. EST) on January 17, 2003 through **GMS and by facsimile**. Hard copies of the application must be postmarked by January 17, 2003.

We recommend that you register through GMS no later than December 30, 2002 as you must receive confirmation that you are eligible to submit an application prior to submitting one.

For additional information, please contact the Office on Violence Against Women at (202) 307-6026.

APPENDIX A

Statutory Eligibility Summary

| Within These Designated Rural States: | The Eligible Applicants Are: |
|--|--|
| Alaska, Arizona, Arkansas, Colorado, Idaho, Iowa, Kansas, Maine, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Vermont, and Wyoming | <ol style="list-style-type: none">1) The State2) Local Governments3) Public Entities4) Private Entities |
| Within These Designated Non-Rural States: | The Eligible Applicant Is: |

| | |
|---|--|
| Alabama, American Samoa, California, Connecticut, Delaware, Florida, Georgia, Guam, Hawaii, Illinois, Indiana, Kentucky, Louisiana, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, New Hampshire, New Jersey, New York, North Carolina, N. Mariana Islands, Ohio, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, Texas, Virgin Islands, Virginia, Washington, West Virginia, and Wisconsin | 1) The State, which may apply on behalf of one or more of its rural jurisdiction(s) |
| Within These Indian Tribal Governments: | The Eligible Applicants Are: |
| Federally Recognized American Indian and Alaska Native tribal governments | 1) An individual tribal government 2) A consortium of tribal governments 3) A tribal government on behalf of a non-tribal government organization 4) Other organized communities of Indians that are recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians |

APPENDIX B

Sample Budget

Expires 5-98 (Rev. 10/02)

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

(Example assumes an 24 month budget period)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

| <u>Name/Position</u> | <u>Computation</u> | <u>Cost</u> |
|--|---|------------------|
| Investigator | $(\$50,000 \times 100\% \times 2\text{yrs})$ | \$100,000 |
| 2 Advocates | $2 \times (\$50,000 \times 100\% \times 2\text{yrs})$ | \$200,000 |
| Administrative Assistant | $(\$40,000 \times 50\% \times 2\text{yrs})$ | <u>\$ 40,000</u> |
| | | \$340,000 |
| Cost of living increase | $(\$170,000 \times 2\% \times 1\text{yr.})$ | \$ 3,400 |
| Overtime for investigator and advocates | $(\$37.5/\text{hr} \times 100 \text{ hrs} \times 3)$ | \$ 11,250 |

The investigator will be assigned exclusively to domestic violence cases in order to create a domestic violence unit in the police department. The advocates will be employed by the nonprofit, nongovernmental domestic violence shelter but assist victims in collaboration with the police department as a member of the domestic violence unit. A half-time secretary will prepare reports and provide other support to the unit. A 2% cost of living adjustment is scheduled for all full-time personnel 12-months prior to the end of the grant. Overtime will be needed during some investigations.

TOTAL \$354,650

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to

FICA, Workman's Compensation, and Unemployment Compensation.

| <u>Name/Position</u> | <u>Computation</u> | <u>Cost</u> |
|---------------------------|--------------------|-------------|
| Investigator & Advocates | | |
| Employer's FICA | \$343,400 x 7.65% | \$26,270 |
| Retirement | \$343,400 x 6% | \$20,604 |
| Health Insurance | \$343,400 x 12% | \$41,208 |
| Workman's Compensation | \$343,400 x 1% | \$ 3,434 |
| Unemployment Compensation | \$343,400 x 1% | \$ 3,434 |
| Overtime | | |
| FICA | \$11,250 x 7.65% | \$ 860 |
| Workman's Compensation | \$11,250 x 1% | \$ 112 |
| Unemployment Compensation | \$11,250 x 1% | \$ 112 |

TOTAL \$96,034

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

| <u>Purpose of Travel</u> | <u>Location</u> | <u>Item</u> | <u>Computation</u> | <u>Cost</u> |
|---|-----------------|-------------|---|-------------|
| \$20,000 OJP-designated Technical Assistance: | | | | |
| 4 persons to attend 5 trainings (Locations unknown at this time.) | | | | |
| | | Airfare | (5 trips x 4 people x \$450) | \$ 9,000 |
| | | Hotel | (5 trips x 4 people x \$75/night X 5 nights) | \$ 7,500 |
| | | Meals | (5 trips x 4 people x \$35/day X 5 days) | \$ 3,500 |

The organization's established travel policies will be utilized.

TOTAL \$20,000

D. Equipment -List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

| <u>Item</u> | <u>Computation</u> | <u>Cost</u> |
|-------------|--------------------|-------------|
|-------------|--------------------|-------------|

| | | |
|-----------------------|----------------|---------|
| Pentium III Computers | (\$2,000 x 3) | \$6,000 |
|-----------------------|----------------|---------|

The computers will be used by the investigator and the advocates to analyze case and intelligence information.

TOTAL \$6,000

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

| <u>Supply Items</u> | <u>Computation</u> | <u>Cost</u> |
|---------------------|----------------------|-------------|
| Office Supplies | (\$50/mo x 24 mo) | \$ 1200 |
| Postage | (\$20/mo x 24 mo) | \$ 480 |
| Training Materials | (\$2/set x 500 sets) | \$1,000 |

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the investigator and advocates to train patrol officers how to preserve crime scene evidence.

TOTAL \$2,680

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

TOTAL \$0

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

| <u>Name of Consultant</u> | <u>Service Provided</u> | <u>Computation</u> | <u>Cost</u> |
|---------------------------|--|-----------------------|-------------|
| Jane Doe | Domestic Violence Trainer State Domestic Violence Coalition | (\$150/day x 16 days) | \$2,400 |

Jane Doe, Domestic Violence Trainer of the State Domestic Violence Coalition, will be hired, as needed, to assist with the education of the local law enforcement officers and the court personnel.

Subtotal \$2,400

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.)

| <u>Item</u> | <u>Location</u> | <u>Computation</u> | <u>Cost</u> |
|-----------------|-----------------|--------------------------------|-------------|
| Mileage | In-State Travel | (100mi x 4 trips x \$ 0.34/mi) | \$ 136 |
| Hotel and Meals | | (\$100/day x 20 days) | \$2,000 |

Jane Doe is expected to make up to 4 trips to provide training and technical assistance to the project.

Subtotal \$2,136

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost, Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

| <u>Item</u> | <u>Cost</u> |
|----------------|-------------|
| Not applicable | |
| Subtotal | <u>\$0</u> |

TOTAL **\$4,536**

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

| <u>Description</u> | <u>Computation</u> | <u>Cost</u> |
|--------------------|------------------------------|-------------|
| Rent | (700 sq. ft. x \$12/sq. Ft.) | \$16,800 |
| | (\$700 mo. x 24 mo.) | |

This rent will pay for space for the investigator and space for the advocates in the domestic violence unit. No space is currently available in city owned buildings and a separate space will allow the advocates the privacy and confidentiality needed for appropriately serving victims.

| | | |
|-----------------------|------------------|----------|
| Telephone | (\$100/mo. x 24) | \$ 2,400 |
| Printing/Reproduction | (\$100/mo. x 24) | \$ 2,400 |

TOTAL **\$21,600**

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

| <u>Description</u> | <u>Computation</u> | <u>Cost</u> |
|--------------------|--------------------|-------------|
|--------------------|--------------------|-------------|

TOTAL **\$0**

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

| <u>Budget Category</u> | <u>Amount</u> |
|--------------------------|-------------------|
| A. Personnel | \$ <u>354,650</u> |
| B. Fringe Benefits | \$ <u>96,034</u> |
| C. Travel | \$ <u>20,000</u> |
| D. Equipment | \$ <u>6,000</u> |
| E. Supplies | \$ <u>2,680</u> |
| F. Construction | \$ <u>0</u> |
| G. Consultants/Contracts | \$ <u>4,536</u> |
| H. Other | \$ <u>21,600</u> |
| Total Direct Costs | \$ <u>496,100</u> |
| I. Indirect Costs | \$ <u>0</u> |
| TOTAL PROJECT COSTS | \$ <u>496,100</u> |
| Federal Request | \$ <u>496,100</u> |
| Non-Federal Amount | \$ <u>NA</u> |

APPENDIX C

Letter of Intent

Letter of Intent

Dear Diane Stuart, Director, OJP's Violence Against Women Office:

I intend to apply for funds under the Rural Domestic Violence and Child Victimization Grant Program.

Name: _____

Date: _____

Position: _____

Organization: _____

Address: _____

City/State/ZIP: _____

Phone: _____

FAX: _____

E-mail: _____

Please FAX to:

Violence Against Women Office
ATTN: The Rural Program
Office of Justice Programs
(202) 514-5818

Please submit no later than December 17, 2002

APPENDIX D

Sample Letter of Nonsupplanting

SAMPLE

[Applicant Letterhead]

[date]

Violence Against Women Office
Office of Justice Programs
810 7th Street, NW
Washington, DC 20531

[Applicant] certifies that any funds awarded through the Rural Domestic Violence and Child Victimization Enforcement Grant Program will be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purpose of providing services to victims of domestic violence, dating violence and child victimization. The **[name of applicant]** understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

[Applicant's Authorizing Official]

APPENDIX E

GMS Quick Start Guide

Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System

- ◆ **Step 1.** Using your established Internet account,* go to **www.ojp.usdoj.gov/fundopps.htm**. An online **GMS Application Procedures Handbook** is available on this page, and you may link directly to OJP's Grants Management System (GMS), which will provide online "help" screens.

- ◆ **Step 2.** Select "**Logon to the Grants Management System (GMS)**" to apply for OJP grant funding.

- ◆ **Step 3.**

If you have never used GMS, click on "**New User? Register Here**" and follow the on-screen instructions to register with GMS. After you register, you must select the FY 2003 Rural Program solicitation and begin working on it so that your registration will be sent to the Office. You will receive confirmation through email that you are eligible to submit your application. Confirmation may take up to one week.

If you are not a new user and have a GMS password, click on "**Login.**" If your password has expired, you will receive an "Authentication Error" or "Unauthorized User" message. In this case, click on "Having Login Problems?" for assistance in updating your password.

Please Note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization (e.g., executive director, attorney general, governor). If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

- ◆ **Step 4.** To submit your application online, complete the on-screen *424 / Application for Federal Assistance* upload your budget narrative (which should include your budget detail), program narrative, and other program attachments in either word processing or spreadsheet files. After submission, you will receive confirmation through email that the Office has received your application and you will be given an application number for future reference. Documents that cannot be submitted electronically through GMS (e.g. MOU, and nonsupplantation letter) must be faxed to both (202) 354-4140 and (202) 354-4147. You must include your *GMS application number* and the Program title of the Office program to which you are applying on all materials submitted by fax.

If you have any questions about GMS or need technical assistance with applying online, contact the **GMS Hotline at 1-888-549-9901**.

If you do not have an Internet account, call the **GMS Hotline at 1-888-549-9901 for assistance.*